STATE RECORDS PROGRAM

RECORDS RETENTION SCHEDULE Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 👉 🤃 5. A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov (2) AGENCY BILLING CODE (1) DEPARTMENT, BOARD OR COMMISSION 59000 PAGES PAGE PUBLIC UTILITIES COMMISSION (5) ADDRESS 320 West 4th St. Suite 500, LA CA 90013 CHECK THE APPROPRIATE BOX lew schedule of records that have never been scheduled. [Complete boxes (9) - (12)] Revising a previous schedule. [Complete boxes (13) –(16)] (A new approval number will be assigned.) Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.) (11) NUMBER OF PAGES (12) CUBIC FEET (Total Schedule) NEW SOLL LE (9) SCHEDULE NUMBER INFORMATION (If applicable) (16) PAGE NUMBER(S) REVISED - 1 (15) APPROVAL DATE (S) (13) SCHEDULE NUMBER PREVIOUS SCHEDULE To help consumers resolve informal complaints about utility service or unfair utility practices + to keep CPUC informed of consumer issues + concerns; to answer general questions concerning utility service. INFORMATION (If applicable) (17) MISSION/FUNCTIONAL STATEMENT: PART I - AGENCY STATEMENTS As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks. (20) PHONE NUMBER (21) DATE SIGNED (18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS 415-703-1820 SUPER UISOR In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual. (25) PHONE NUMBER (24) NAME (Printed or Typed) (22) SIGNATURE- RECORDS MGMT. ANALYST (AUS) 203-1866 GARY R. munham MSOIL Supervision PARTII - DEPARTUENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755) (30) EXPIRATION DATE (27) SIGNATURE -- CalRIM CONSULTANT FOR ARCHIVES' STAMP PART III - ARCHIVAL SELECTION (Per Government Code Section 14755) THE ATTACHED RECORDS RETENTION SCHEDULE: Contains no material subject to further review by the California State Archives Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

08-071-L NUMBER Page of ZaZ (35) Calkin APPK PRA RETENTION REMARKS TITLE AND DESCRIPTION OF RECORDS (Exempt) CA. STATE CUBIC ITEM MEDIA VITAL TOTAL SRC DEPT. & OFFICE **ARCHIVES** FEET * (Double spaces between items) **IPA** USE ONLY (48)(47)(45) (46)(42) (44)(43)(40)(39)(37) (38)PUC General Order 66°C. 3ys 3 yus, X X CAB-LA Reference Status & In Active Compliant Files: Regular + Long Distance Wireless 120 Compliant Files (reg stong distance) Bookcases 340 Χ 3yrs PUC G.O. 66-C Référence Status: Active 240 12 34 Х 1 N 81 30 3 X -3ys >10 Boxes 344 4 15 Active CAB-LA -1-5 Compliant files 38 #

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ITEM	CUBIC	CA. STATE ARCHIVES USE ONLY			F			RETENTION		PRA	PAGE 3 OF 3 PAGES REMARKS
#	FEET *			MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	(Exempt) & IPA	REWARKS
(37)	(38)	(39)	(40)	(4	(4	(43)	(44)	(45)	(46)	(47)	(48)
ACCESSAGE WHITE AND ACCESSAGE		<u>I</u>	Records Management			-					
6.		S	STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when n longer needed for reference or analysis, whicheve later.
7.	1	s	STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five y from date approved by CalRIM, records retention schedules that are not revised remain in effect but considered non-current.
		F	Electronic Mail						·		
8.			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series	M		*	*	*	*		*E-mail communications that have "official reconstatus" are subject to department records retentisechedule and must be retained for the same periotime as the records series that most closely match subject matter of the e-communication in questic
		·	 (separate item number). B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge. 	М		90 days			90 days		Destroy transitory e-communications when they be served their purpose.